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Library Trustees Minutes 02-08-2005

Robbins Library Board of Trustees
February 8, 2005

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the January 11th meeting were approved with amendments on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Communications

Ms. Loud shared with the Board the contents of a letter from the Massachusetts Board of Library Commissioners notifying her that the library had been awarded a waiver of the State Aid requirements and would be receiving an award of state aid in the amount of \$52,643.

Director's Report

Questions were raised about problems with PCs for the public, the front door project and the proposed FY06 installation of CybraryN, a time-management and queuing system for public computers.

Internet Policy

Ms. Ruderman did a second review of the policy. Mr. Murphy raised questions about the use of the terms "children" and "minors". The language regarding documentation of Internet abuses was discussed. Ms. Fennelly made a motion; seconded by Ms. Radochia, to accept the policy as amended. Passed unanimously.

FY06 Budget

Ms. Loud distributed a spreadsheet showing possible budget reductions by priority order as well as supporting charts depicting library hours of operation and municipal funding over several years. She explained her method of determining the priority order, in accordance with trustee goals/priorities formulated during the last budget cutting period. The Board suggested that Ms. Loud add another column to the spreadsheet detailing the impact of each proposed reduction. After much discussion, the trustees decided to forward to the Town Manager their prioritized list of reductions, with an explanatory memo.

Annual Report for the Public

Ms. Loud distributed a copy of last year's report for review. This is the version of the annual report that is given to town meeting members and made available within the library. A suggestion was made to replace the chart on the reverse side with some statistics from the Long Range Plan and user satisfaction survey. Ms. Loud will bring a draft to the March meeting.

Fundraising

To date, \$18,593 has been received in response to the initial and follow-up solicitations of the existing donor database. The solicitation of new donors brought in contributions from twelve donors. A solicitation of businesses will be undertaken in April.

Staff Recognition

The awards will be given out at the June staff appreciation luncheon. Ms. Deal and Ms. Loud will finalize choices and order the gifts.

Author Program

The author program with Christopher Castellani will take place on Sunday, April 3rd in the afternoon. The author talk will take place in the lower level Community Room and the reception will be set up in the Reading Room on the first floor. Copies of his book, "A Kiss from Maddalena" will be available for purchase. This book was the winner of the Massachusetts Book Award for Fiction.

Friends of the Library

Ms. Diminture updated the Board on the status of the Friends of the Library activities. The "Cabin Fever" book sale will take place on Friday, February 25th and Saturday, February 26th, with a Friends' preview sale on Thursday, February 24th. An evening of Celtic music with the duo of Tara's Thistle will be offered on Thursday, April 14th. April will also be Friends membership month and a new president will be elected. A fundraising event will be planned for later this year.

Trust Funds

Ms. Loud suggested holding some week-end sing-a-longs to accommodate parents who work during the week. The funding for this could come from unused money in the "Sign Language Interpreters" line of the trust funds budget. Ms. Loud also requested that the trustees consider the purchase of additional brackets to accommodate more banners on the light poles on Massachusetts Avenue during the month of April and for future public relations events. Ms. Ruderman suggested linking with a funding partner, such as the Chamber of Commerce.

Additional Circulating Print Bin

Ms. Loud apprised the trustees of the need for an additional bin to house the growing circulating print collection. Ms. Muldoon moved to appropriate up to \$825 to supplement \$175 already available, to purchase a bin, with the funds to come from the Robbins Print Fund; seconded by Ms. Fennelly. Approved unanimously.

Other

Ms. Ruderman reported on the American Library Association Advocacy Workshop that she and Ms. Loud attended. There was a good discussion of lobbying efforts.

Adjournment

The meeting was adjourned at 9:45 PM on a motion by Ms. Muldoon; seconded by Mr. Murphy. The next meeting will take place on March 8th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture